

NOTES FROM THE DIRECTOR

Demographic Data Clean-up

We are now three-quarters of the way through Forward testing. Please use the remainder of the test window to double check all student demographic data for completeness and accuracy. All students should be enrolled in test sessions, including those who were not/will not be tested. All students in grades 3-8 and 10 should be administered the appropriate Forward Exams, or given the proper "Reason Not Tested" codes.

Teacher Appreciation Week

On behalf of the entire OSA team here at DPI, we'd like to extend our gratitude to all of our DACs, DTCs, and other educators who work tirelessly every day to support teaching and learning throughout Wisconsin's schools and classrooms. Thank you!!! Please enjoy this [Teacher Appreciation Week video message from State Superintendent Tony Evers](#), and feel free to share it widely within your networks.

~Troy

Troy Couillard, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **NEW - Forward Testing Status Updates**
 - Just a few more weeks are left of the testing window for the Forward Exam. As of this morning, approximately 75% of test sessions have been completed throughout the state.
- **NEW - Student Reports**
 - Forward Exam student reports and summaries will be posted to a secure web-based report delivery system, accessed through eDIRECT, in mid- to late-July. The system reporting tools will allow users to extract data in an Excel or .csv file. Hardcopies of individual student reports will be mailed to districts in early August.
- **REMINDER - Unlocking vs. Regenerating Test Tickets**
 - **Unlocking:** Unlocking allows an eDIRECT user to re-open a test session for a student who accidentally ends their test before completing the session. The student is able to log in to the session using the same test ticket.
 - **Regenerating:** If a student should have an online accommodation (such as TTS) and starts the test *without* the accommodation assigned in eDIRECT, the accommodation will need to be assigned and the test will need to be regenerated. Regenerating deletes all previous responses and will assign a new password. If a student starts a test and discovers the accommodation is missing, the proctor should direct the student to END the test (NOT pause and exit).
 - **Important:** A DAC can unlock/regenerate test tickets if *either* of the following conditions are met:

- The number of items the student attempted is **two or less**.
- The duration of the test is **two minutes or less**.

If these conditions are **not** met, the DAC should contact DPI for unlocking/regeneration guidance.

- **REMINDER - Standard Setting and Item Review This Summer!**
 - Standard Setting and New Item Review (including Bias/Sensitivity) meetings for the Forward Exam will be held this summer by DPI and DRC according to the table below. An application is available on our [Educator Involvement webpage](#). Please pass this information along to staff who may be interested in participating in these meetings. All applications should be submitted to osamail@dpi.wi.gov **no later than May 20**.

STANDARD SETTING				ITEM REVIEW			
Committee	Grade Span	Meeting Dates	Meeting Duration	Committee	Grade Span	Meeting Dates	Meeting Duration
All Subjects: ELA, Math, Science, SS	All grades: 3-8, 10	June 14-17	4 days	ELA	3-4, 5-6, 7-8	Aug. 22 - 25	4 days
				Mathematics	3-4, 5-6, 7-8	Aug. 22 - 24	3 days
				Science	4, 8	Aug. 22 - 24	3 days
				Social Studies	4, 8, 10	Aug. 22	1 day

ACT HIGH SCHOOL ASSESSMENTS

ACT Aspire: Aspire testing is well underway, and approximately 50% of students have completed testing.

- **REMINDERS**
 - **Test Times (in minutes) for ACT Aspire Grades 9 & 10:** Below are the test times for Wisconsin ASPIRE testing. The general AVOCET webpage and the generic ASPIRE trainings may contain information that **does not apply or may be incorrect** with regard to our Wisconsin ASPIRE testing.

English	Math	Reading	Science	Writing
40	65	60	55	30

- As part of your normal test security measures, please make sure that proctors have students check that they have the appropriate test ticket, and are logging into their own test prior to beginning the assessment.
- **Reinstatements:**
 - When submitting reinstatement requests in the ASPIRE portal, the name and contact information for the staff submitting the request should be entered in the comment section along with a detailed reason for the reinstatement request. When a test is reinstated, all the current responses are purged and the student will have to take the test again.

- After requesting the reinstatement, you should check the Student Request Queue for the status of that request. If approved, you will need to create a new test session for that student, add them to the test session and test the student.
- **Test Sessions:** In order to test your students, test sessions must be created for them. Students will not be able to test if sessions have not been set up in the ACT Aspire Portal. Students who need accommodations must have a completed Personal Needs Profile (PNP) in the Portal before being placed in an online test session.
 - The Test Coordinator Manual - Test Session Setup (CBT) on the [Avocet webpage](#) includes information on setting up test sessions. Information on how to set up test sessions is also available via the following self-paced training videos within the [Training Management System](#) (TMS).
 - Creating, Editing, and Viewing Test Sessions (15 minutes)
 - Adding and Removing Students from Test Sessions (5 minutes)
 - Copying Test Sessions (6 minutes)
- **Technology**
 - By now, you should have a Tech Coordinator in the ACT Aspire Portal who has:
 - Set up the **proctor caching**
 - Proctor Cache is the software that works with the test engine (TestNav) to reduce the overall bandwidth requirement for the ACT Aspire assessment and improves the online testing experience for the students.
 - **Assessed the readiness** of your student testing workstations and your organization's connectivity using the System Check for TestNav tool
 - System Check is a web-based tool that allows technical administrators to perform a few simple tests to verify readiness for computer-based testing.
 - **Remembered to purge the proctor cache content from your last ACT Aspire administration and load the new content for this administration.**
 - Instructions can be found starting on p. 18 in the [Technical Readiness Manual](#). If these tasks have not been done, please do so asap.
 - **Installed the TestNav App on each machine to be used for testing, by clicking the appropriate link on the [ACT Aspire Landing Page Technology Set-Up](#) page.**
 - A training module called TestNav8 Overview is available [HERE](#).
 - A Technology Coordinator checklist is included in the Technology coordinator manual.
- **Student Transfers:** Schools should use the Student Transfer process in the ASPIRE portal for students who transfer between two schools.
 - The new school should request to transfer students from the old school. The ASPIRE portal administrator from the student's old school should review and approve the transfer.
 - Detailed information on the Student Transfer process in the ASPIRE portal is included on pages 40 - 41 of the ASPIRE Portal User Guide (available on the [Wisconsin ASPIRE AVOCET webpage](#).)
 - **Portal administrators must select the student tab on the top navigation bar in the ASPIRE portal, then select the student request queue, and approve/reject the requests that are pending asap. This step must be completed so as to allow new schools to establish the test sessions for these students.**

- **ASPIRE Manuals and Resources**
 - Please make sure to access the manuals and resources from the [Wisconsin specific AVOCET webpage](#), and not the general AVOCET web page. The general AVOCET web page may contain information that may not apply or may be incorrect with regards to the Wisconsin ASPIRE testing.
- **Upcoming Spring 2016 timelines***: Note pertinent dates in Calendar table below, as well as the [ACT Aspire Spring Checklist of Dates](#) for a complete list of Aspire dates.

ACCESS for ELLs

- **REMINDER - To Download Your District's Data:**
 - Log into the WIDA AMS and choose Student Score Reports > Test Results.
 - Under 'Report', choose Student Response File.
 - This is a fixed-width-column text file which replaces a CD you may have gotten from MetriTech in previous years. You will need to format it as follows:
 - The description of the columns and widths can be found under General Information/Training Materials > Memos/Documents titled "DISTRICT VERSION - State Student Response File Layout - ACCESS for ELLs 2.0" and "DISTRICT VERSION - State Student Response File Layout - Alternate ACCESS for ELLs".
 - Either use the File Layout to manually import the text file in Excel using the Fixed Width Import Wizard and setting the columns manually as described in the File Layout, or your IT staff may be able to write a short script to parse the text file into a more useable format using that document.
 - Also available here are Frequency and Roster Reports.
 - District Frequency reports do not contain student level data. They are summarized reports which show the number and percent of students in each of the Performance Levels of 1-6, broken down by grade.
 - School Roster reports are the student-level summary files that show the students broken down by grade. It includes their name and performance on the four domains of Listening, Reading, Writing, and Speaking, and their calculated Composite Scores for Oral Language, Literacy, Comprehension, and Overall English Proficiency.
 - A PDF of Individual Student Reports (ISRs) for each School can also be downloaded in English or Spanish by choosing the Student Reports option.
 - ISRs are available from WIDA AMS in 40+ languages under Student Score Reports > On-Demand Reports. You can download/print individual reports or in bulk by School or by Grade.

DYNAMIC LEARNING MAPS (DLM)

- **NEW - Test Administration Feedback Survey: DLM seeks feedback on the test administration process. Please forward this information to your DLM Test Administrators.**
 - The survey, found [HERE](#), asks questions about your experience administering one or more operational DLM assessments in English language arts and mathematics this year. All test administrators are invited to complete the survey. Results will be used to

document the quality of the assessment system. Individual responses will be kept confidential and the results will only be reported for groups of respondents.

- **REMINDER - Test Administration Information:**

- Refer to [Test Administration Manual](#) beginning on p. 126 for information on how to find student test tickets and Testlet Information Pages (TIPS). If you are not able to view student test tickets, **please check to make sure the following four steps have been completed in order to release testlets for students:**
 - 1) Test administration training must be completed. Test administrators must *open* the certificate in order to register completion of training.
 - 2) The teacher must have activated their Educator Portal account and they must *accept* the Security Agreement. Open 'My Profile' in educator portal to access your security agreement if uncertain.
 - 3) The student *must* be rostered to a teacher for each content area in the applicable grade (ELA, Math, Science and/or Social Studies).
 - 4) The First Contact Survey must be completed and *submitted* for each student taking the DLM.
- Remember students in grades 4, 8, and 10 must have SS rater forms completed. Teachers may print forms off the [DPI](#) or [DLM website](#), and then enter the derived performance level into the social studies testlet for submission to DLM.
- Some students may receive field test items in ELA or math once all operational testing has been completed. Field test items do not contribute towards students final score. Field test testlets are delivered in 'batches' and include an 'R' in the naming convention i.e. [ELA RI.3.4 IP R-4943](#)
- Teachers should be using the Testlet Information Pages (TIPs) to find information about the testlet prior to signing in to the secure browser, KITE Client.
- Should a testing session need to end early, the teacher should use "EXIT DO NOT SAVE." Failure to exit this way will submit the testlet for scoring.

- **REMINDER - Data Lockdown Updates and Special Circumstance Codes:**

- If you still have questions or need information regarding either of the issues above, please refer to any of the previous DAC Digests from the month of April.

PALS

- **REMINDER -** The PALS Spring 2016 administration window for 4K through 2nd grade opened on Monday and remains open until May 20, 2016, with the score entry deadline set for June 3.
 - Kg, 1st, and 2nd grade teachers should be using the Form A materials this spring.
 - Teachers should already have these administration kits and scoring materials. If extra materials are needed, contact [Duane Dorn](#) (608-267-1069).
 - Check [HERE](#) for more information about administration requirements.
- **REMINDER - 2016-17 Reading Readiness Assessment and CESA Purchasing Agreement:**

- If you still have questions or need information about 2016-17 assessing reading readiness requirements and/or the CESA Purchasing agreement for PALS, please refer to any of the previous DAC Digests from the month of April.

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
May	April 25 - May 20: PALS Spring 2016 administration window for 4K through grade 2	PALS
	April 25 - May 27: ACT Aspire Grades 9-10 Assessment Window	ACT Aspire
	20: Deadline to apply for Forward Exam summer educator involvement meetings	Forward
	20: Close of test window for DLM and Forward	DLM/Forward
	26: May Tea with Troy 3:00	General
June	3: Deadline for ACT Aspire to receive all completed paper answer documents (Braille, Large Print, and American Sign Language only). Late arriving documents will not be scored.	Aspire
	3: PALS Spring Window score entry deadline	PALS
	14-17: DRC Standard Setting meetings	Forward
	15-17: DLM Standard Setting-Science	DLM
August	22-25: DRC Item Review meetings	Forward

Important Tasks to Remember		
<input type="checkbox"/>	Forward information to DLM test administrators regarding Test Administration Feedback Survey	DLM
<input type="checkbox"/>	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
<input type="checkbox"/>	Review important ACT Aspire Dates to Remember	Aspire
<input type="checkbox"/>	Notify relevant staff about Standard Setting (June 14-17) and Item Review (August 22 -25) opportunities	Forward

Online Resource Highlights*		
<i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Contains	Assessment
Forward Prior to Testing Checklist	Provides final reminders for Forward Exam test preparation.	Forward
Educator Involvement Application Forms	Application forms to be considered for participation in June Standard Setting or August Item Review meetings	Forward
Printing Test Tickets in eDirect document	Information regarding multiple ways to print test tickets in eDIRECT. Depending on your needs/system, this offers a variety of options.	Forward
Wisconsin-specific AVOCET	Manuals, trainings, and technology information for Spring testing - NOTE Accessibility User's Guide for Spring 2016 is now available	Aspire
Reminder: Calendar of Training Events	Regularly occurring webinars for schools/districts covering a variety of topics	Aspire
DLM Wisconsin OR DPI DLM	Revised Social Studies Rater Forms are posted for the 15-16 administration to be completed anytime prior to close of the testing window.	DLM